

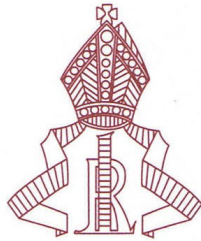
Bishop Luffa School

Sixth Form

Learning Mentor

“Intelligence plus character -
that's the goal of true education.”
- Martin Luther King Jr





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, Rumboldswyke Primary School, and Lavant Primary School.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to appoint a Sixth Form Learning Mentor based at Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1604 students including 378 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly.

We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

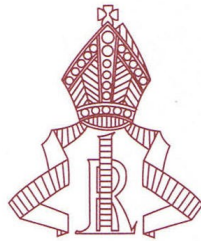


We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Sixth Form Learning Mentor

Grade 6 £25,119—£26,241 pro rata (Actual salary £18,839—£19,815)

30 hours per week, Term Time only + 5 INSET days
8.00am—2.30pm (30 minutes unpaid lunchbreak)

Bishop Luffa School are looking to appoint a talented, committed and inspiring individual who is relentless in ensuring every student is challenged to achieve their maximum potential.

This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- enjoys making a real difference to students' learning
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with teachers. IT skills would be an advantage.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications : **Sunday 14th April 2024**

Interviews will be held in the week commencing Monday 15th April 2024

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Sixth Form Learning Mentor

About the role:

We are looking for a talented, committed and inspiring individual who is relentless in ensuring every student is challenged to achieve their maximum potential. You will have the passion and enthusiasm, alongside the skills and desire, to help every student under your supervision develop personally, achieve academically and move onto ambitious next steps.

You will join a friendly and experienced Sixth Form team and work closely alongside the Head of Sixth Form (Assistant Headteacher), Deputy Head of Sixth Form (KS5 DSL), Sixth Form Manager, Key Stage 5 Administrator, Careers Coordinator and the other Sixth Form Learning Mentor.

You will have a designated office and student supervision space within our Sixth Form Centre. Training in all areas will be provided as well as regular line management meetings.

The ideal candidate will:

- Be a passionate advocate for inclusion and independence for all
- Have a strong desire to enable students to see beyond current attainment or barriers
- Have experience of, or a strong interest in, young adults with SEND
- Understand how to develop young adults' positive mental wellbeing
- Have excellent interpersonal skills (especially in relating to young adults)
- Be an excellent role model, presenting an approachable and proactive persona
- Be adaptable, a team worker, and have a strong sense of humour

Key Responsibilities:

- Tracking and monitoring of student progress and attendance (including SEND, SEMH, disadvantaged, external applicants)
- Development of intervention programmes meeting individual needs through 1:1 support and small-group workshops focusing on:
 - developing appropriate A-level mindset behaviours (Vision, Effort, Systems, Practice and Attitude)
 - effective study skills (Note-taking, Study Capture, Revision flashcards and mind maps, Exam preparation etc.)
 - practical strategies to achieve positive wellbeing
- Recording impact of interventions on our internal tracker and logging information on whole school systems (e.g. Arbor, CPOMS)
- Timely liaison with parents/carers, KS5 teachers, Sixth Form tutors, the school counsellor and external agencies
- Supervision of study spaces within the Sixth Form Centre
- Regular line management meetings with the Deputy Head of Sixth Form

Initial Training:

Training will be provided designed to equip each Learning Mentor with an intervention toolkit. This will include:

- A-level mindset 'VESPA' behaviours
- 'Action Your Potential' study skills
- 'Anna Freud Centre' wellbeing techniques and strategies
- Mental Health First Aid
- Safeguarding and use of the 'Child Protection Online Monitoring System' (CPOMS)

Person Specification

Sixth Form Learning Mentor

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS, TRAINING and EXPERIENCE			
A good general education. Minimum of GCSEs Grade C or above, or the equivalent, in Maths and English	✓		Application form and interview
Education to A Level or its equivalent and beyond	✓		Application form and interview
Competent in Microsoft Word, Excel and Arbor		✓	Application form and interview
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓		
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
Experience of working with children with SEN, preferably at secondary age		✓	Application form and interview
A commitment to safeguarding the welfare of children	✓		
KNOWLEDGE, SKILLS, PERSONAL QUALITIES & ATTRIBUTES			
Good communication skills.	✓		Application form and interview, professional references
The ability to maintain confidentiality	✓		Application form and interview, professional references
Friendly and patient manner.	✓		Application form and interview, professional references
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.